



Bringing Customers and Solutions Together



U.S. General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The internet address for GSA Advantage!® is <http://www.gsaadvantage.gov>.

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Schedule 874

FSC Group 874

FSC Class 8742

Contract Number: GS-10F-0051W

Contract Period: 1 December 2014 through 30 November 2019

With One 5 Year Option Period

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule link at: <http://www.fss.gsa.gov>.

For more information, please contact:

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Prairie Quest

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Fort Wayne, IN 46815

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Phone: 260.420.7374

Fax: 260.420.3536

Business Size: Small

Pricelist current through 30 November 2019.

Prairie Quest: 4211 Hobson Court, Suite A Fort Wayne, IN 46815: 260.420.7374 :: www.pqcworks.com

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1.0 CUSTOMER INFORMATION

1a Awarded Special Item Numbers:

SIN 874-1: Integrated Consulting Services

SIN 874-6: Acquisition Management Support

SIN 874-7: Integrated Business Program Support Services

SIN 874-1 RC: Integrated Consulting Services, Disaster Recovery Purchase

SIN 874-6 RC: Acquisition Management Support, Disaster Recovery Purchase

SIN 874-7 RC: Integrated Business Program Support Services, Disaster Recovery Purchase

1b Please see Appendix A for Price List.

1c Labor Category Descriptions: Please see **Appendix B** for Labor Category Descriptions.

2. Maximum Order Threshold: \$1,000,000.

3. Minimum Order: \$100.00.

4. Geographic Coverage (Delivery Area): Worldwide.

5. Point of Production: Fort Wayne, IN and Prairie Quest offices worldwide.

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts: The discount is based upon annual sales and the orders funded value at the time of award.

- **Orders ranging from \$0 to \$1M receive 0% discount.**
- **Orders ranging from \$1 million to \$4M receive a 1% discount.**

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not Applicable.



- 11a Time of Delivery:** Specified in each task order.
- 11b Expedited Delivery:** Items available for expedited delivery are noted in this price list.
- 11c Overnight and 2-Day Delivery:** Specified in each task order.
- 11d Urgent Requirements:** Not Applicable.
- 12 F.O.B. Points(s):** Destination.

13a Ordering Address:

Prairie Quest, Inc.
4211 Hobson Court
Suite A
Fort Wayne, IN 46815

Phone: 260.420.7374
Fax: 260.420.3536
Email: inquire@pqcworks.com

- 13b Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. The ordering procedures for supplies and services, information on BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://fss.gsa.gov/schedules>.

14. Payment Address is as Follows:

Payment via Wire Transfer

Financial Institution:
First Financial Bank
9-Digit ABA routing number: see invoice
Telegraphic abbreviation: see invoice
Account number: see invoice

Payment via Check/U.S. Mail

Prairie Quest, Inc.
Attn: Accounts Receivable
4211 Hobson Court, STE A
Fort Wayne, IN 46815

ACH Payments

Prairie Quest, Inc.
First Financial Bank
9-Digit ABA routing number: see invoice
Account number: see invoice

- 15. Warranty Provision:** Not applicable.
- 16. Export Packing Charges:** Not applicable.

17. **Terms and Conditions of Government Purchase Card Acceptance:** Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.
19. **Terms and Conditions of Installation:** Not applicable.
20. **Terms and Conditions of Repair Parts Indicating Date of Parts Price List and Any**
21. **Discounts from List Prices:** Not applicable.
22. **Terms and Conditions for Any Other Services:** Not applicable.
23. **List of Service and Distribution Points:** Not applicable.
24. **List of Participating Dealers:** Not applicable.
25. **Preventive Maintenance:** Not applicable.
26. **Special Attributes:** Not applicable.
27. **Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.
28. **Data Universal Numbering System (DUNS) Number:** 154694298
29. **Central Contractor Registration (CCR) Database:** Prairie Quest is registered in the Central Contractor Registration (CCR) Database.
30. **Uncompensated Overtime:** Booz Allen labor rates were developed utilizing uncompensated overtime for exempt employees. All hours delivered will be at the rates reflected in the price list.

2.0 THE PRAIRIE QUEST EDGE

Over the past 10 years, Prairie Quest's teams of program managers and contract support personnel have shown that we are committed to meeting and exceeding the expectations of our customers. Our core philosophy within this organization is "Customer first while focusing on employee success." Our own success is based on that commitment—combined with proven methodologies, demonstrated experience, quality assurance, and cost effectiveness. Put our wealth of expertise and experience to work, and discover new ways to increase profitability, expand markets, invest in employees, and move toward success.

2.1 PROVEN METHODOLOGIES

While Prairie Quest has logged hundreds of success stories, no two solution plans have ever been alike. That's because we believe every project and every customer's needs are unique. We draw upon our industry best practices, toolbox of templates, and expert team members to create repeatable processes and solid methodologies.

Our methodologies are well-documented to allow for the ability to repeat the processes therein. This extensive documentation also aids in compliance with such organizations such as ISO. Prairie Quest methodologies are based upon industry standards and lessons learned. We utilize



milestones and metrics against which to measure our (and thus your) success, all the while keeping open lines of communication regarding both.

2.2 DEMONSTRATED EXPERIENCE

Prairie Quest has demonstrated outstanding success in several areas of technical experience: financial management, resource management, acquisition management, training, technical publications, and administrative support, to name a handful. We pride ourselves on our thought leadership and established name within government, state, and commercial sectors. Our past performance speaks for itself, and we have consistently scored 89% or above each year in 15 critical areas on a blind survey administered by third party.

Our 2008 survey showed that the Prairie Quest Consulting team performed well in its market as it relates to reliability cost quality and other key categories. This “voice of the customer” review indicated the following:

- | | |
|----------------------------|--------------------------|
| ▪ Reliability – 93% | ▪ Timeliness – 93% |
| ▪ Costs – 94% | ▪ Accuracy – 89% |
| ▪ Customer Relations – 95% | ▪ Customer Support – 90% |
| ▪ Personnel – 95% | ▪ Responsiveness – 94% |

* Blind Customer Survey completed by Dun & Bradstreet’s Open Rating System in August 2008

2.3 SKILLED PROFESSIONALS WITH AGENCY EXPERIENCE

Prairie Quest has a history of hiring the finest people—and keeping them. We understand that the success and reputation of our company rests on the shoulders of our employees. Our team of project managers, analysts, and procurement professionals bring the structure, experience, and creative capital of a large management consulting firm but with the flexibility and drive of an entrepreneurial one. Many of our employees have worked the gamut of small—large businesses, giving them the advantage of understanding the workings and needs of any size company. Additionally, our team holds highly sought after designations, such as Six Sigma Black Belt, Certified Procurement Professional, and Project Management Professional.

Prairie Quest has a strong belief in cultivating our employees’ knowledge, and we encourage continued education, training, and certification. We hold our staff to the highest standard, exemplifying the following eight core values: honesty, respect, integrity, good citizenship, balanced work setting, responsibility, quality, and accountability. From the public sector to the private, Prairie Quest’s project managers, procurement professionals, and business/financial analysts understand that remaining competitive and performing at the highest level is critical.

2.4 QUALITY ASSURANCE

The cornerstone of Prairie Quest’s quality assurance plan is communication. We use communication in each of the following five quality drivers: requirement reviews; metrics/indicators; program administration; customer surveys; and peer reviews. We understand quality and the criticality of having an established QA plan. We also understand that to become a high-performance team, we need to find ways to improve quality—that it is a continuous effort. To support that, we utilize the following quality drivers to reduce issues, improve deliverables, and minimize risks associated with our program delivery:

Quality Driver	Key Practices
Requirement Reviews	Focus on driving requirements and critical needs early in the program, focus on requirement completeness and metrics. Manage changes in a timely manner
Metrics/Indicators	Use metrics and indicators to measure progress and quality as the program evolves to ensure fully compliant delivery processes.
Program Administration	Support early and continuous program management change management, documentation, and quality methods through trending and open reporting.
Customer Surveys	Institute customer surveys at regular intervals to assess performance and identify areas of improvement
Peer Review	Utilize as a valuable secondary mechanism to emphasis continuity across the team while gaining best practices within the team

Evaluating and assessing the quality of the evolving project is the responsibility of the entire PQC team and will always include inspection, change management, and trend analysis. This commitment to quality assurance minimizes time and dollars lost throughout the life of contracts, and as experience in the delivery process is acquired by the operational staff, the effort necessary for quality management is reduced while the efficiency and quality control functions continue to improve. In short, the effectiveness of the quality control plan continues throughout the life cycle of the project to deter risks.

3.0 PRAIRIE QUEST'S MOBIS OFFERINGS

In the early days, Prairie Quest focused on project management and systems integration. But while attending to our business customers' needs during high-tech system projects and assisting business analysts and business-driven project managers, we discovered that we were offering a new breed of business solutions to our customers. These solutions focused on people and processes and streamlined customers' business through lean processing and technology.

Since then, Prairie Quest analysts and technology specialists have contributed to the success of high-profile customers like the Army, Navy, Air Force, IBM, Raytheon, State of Indiana, and many more. We're excited about our future and remain committed to listening to customers' needs and providing services to meet them. It's our passion and goal. It's what we do best: *bringing customers and solutions together.*

Under the GSA MOBIS Federal Supply Schedule, Prairie Quest offers products and/or services falling under the following SIN categories:

Prairie Quest Special Item Numbers (SINs)	
874-1	Integrated Consulting Services
874-6	Acquisition Management Support
874-7	Integrated Business Program Support Services

3.1 SIN 874-1: INTEGRATED CONSULTING SERVICES

Prairie Quest Consultants provides expert advice, guidance or counseling in support of administrative functions, agency management, organizational and business improvement efforts. These efforts can include individual or group sessions in which our consultants may have a direct role or act as facilitators. The deliverables of our engagements could include analyses, reports and studies documenting any proposed developmental, consultative or implementation effort which will include data results, documented analysis, workflow, and recommendations. Examples of consultation services available include the following:

- Strategic planning
- Operational/business unit analysis
- Organizational assessments
- Time and motion studies
- Surveys with results assessments
- Leadership training
- Operational audits and evaluations
- Process and product enhancements
- Key performance indicators and associated metrics based on goal/question/metric planning methodologies.

3.2 SIN 874-6: ACQUISITION MANAGEMENT SUPPORT

Prairie Quest provides expert advice, documentation and support regarding acquisition strategy development, strategic spend management planning, quality assurance and auditing of existing procurement and supply chain management as well as creating artifacts associated with the acquisition process. These artifacts can include statements of work, synopses, RFP's, RFQ's, task orders and documented sourcing solicitations. The Prairie Quest team maintains a well-structured and documented strategic sourcing methodology developed based on work done in the state and private sector and maintained public/private data associated related to contracts by procurement category. In addition, Prairie Quest has developed and established methodologies associated with developing purchasing consortiums and commodity councils in order to leverage spend and increase organizational efficiencies.

3.3 SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Prairie Quest provides services to manage and integrate various programs and projects related to organizational enhancement process improvement and operational business and IT projects. The Prairie Quest team follows a documented methodology that follows industry standards and uses a proven methodology that follows the principals of the PMBOK and complies with the principals of a CMMI assessed capability. The deliverables of our products include the following:

- project agendas with complete minutes and action items
- project plans
- work breakdown structures
- roles and responsibilities documentation
- critical path documentation
- issues management plans
- risk management plans
- quality assurance plans
- subcontractor management plans and lessons learned

- project closure documentation with value added details for future initiatives.

4.0 TERMS AND CONDITIONS

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12—Acquisition of Commercial Items. To the maximum extent practicable, GSA multiple award schedule contracts include only those clauses and terms and conditions, either required to implement provisions of law or executive orders applicable to the acquisition of commercial items, or determined to be consistent with customary commercial practice. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel, etc.), provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law.

The terms and conditions of Prairie Quest’s MOBIS contract are current through Refresh 13 to Solicitation Number TFTP-MC-000874-B. An electronic version of the MOBIS solicitation may be found at FedBizOpps by following this link:

<http://www.fbo.gov/spg/GSA/FSS/10FT/TFTP%2DMC%2D000874%2DB/listing.html>

5.0 APPENDICES

5.1 APPENDIX A: LABOR RATES FOR SINS 874-1, 874-6, 874-7

The following table represents Prairie Quest labor rates for SINS 874-1 (Integrated Consulting Services), 874-6 (Acquisition Management Support), and 874-7 (Integrated Business Program Support Services) set forth under GSA MOBIS contract. Standard Unit of Issue is Hourly.

Labor Category	December 2014 thru December 2015	December 2015 thru December 2016	December 2016 thru December 2017	December 2017 thru December 2018	December 2018 thru December 2019
	Year 1	Year 2	Year 3	Year 4	Year 5
Acquisition Specialist	\$49.19	\$50.03	\$50.88	51.74	52.62
Contract Analyst	\$55.28	\$56.22	\$57.18	58.15	59.14
Facilitator	\$108.46	\$110.31	\$112.18	114.09	116.03
Financial Analyst	\$85.63	\$87.09	\$88.57	90.07	91.60
Functional Analyst	\$97.04	\$98.69	\$100.37	102.08	103.81
Program Director	\$228.35	\$232.23	\$236.18	240.19	244.28
Program Manager	\$181.52	\$184.61	\$187.75	190.94	194.19
Project Coordinator	\$45.67	\$46.45	\$47.24	48.04	48.86
Project Manager	\$119.87	\$121.91	\$123.98	126.09	128.24
Purchasing Analyst	\$40.50	\$41.19	\$41.89	42.60	43.32
Records Specialist	\$32.54	\$33.10	\$33.66	34.23	34.81
Senior Task Leader	\$119.87	\$121.91	\$123.98	126.09	128.24

Senior Management Consultant	\$142.72	\$145.14	\$147.61	150.12	152.67
Subject Matter Expert	\$97.04	\$98.69	\$100.37	102.08	103.81
Support Staff	\$28.55	\$29.03	\$29.53	30.03	30.54
Systems Analyst	\$62.80	\$63.87	\$64.95	66.06	67.18
Task Leader	\$56.48	\$57.44	\$58.42	59.41	60.42
Technical Analyst	\$125.59	\$127.72	\$129.90	132.10	134.35
Technical Writer	\$45.67	\$46.45	\$47.24	48.04	48.86

SCA Matrix			
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	SCA Code	WD #
Support Staff	Administrative Assistant	01020	05-2189
Technical Writer	Technical Writer II	30462	05-2189

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

5.2 APPENDIX B: LABOR CATEGORY DESCRIPTIONS FOR SINS 874-1, 874-6, 874-7

The following table represents Prairie Quest labor category descriptions for SINS 874-1 (Integrated Consulting Services), 874-6 (Acquisition Management Support), and 874-7 (Integrated Business Program Support Services) set forth under GSA MOBIS contract. Outlined are the functional responsibilities and minimum education and experience levels associated with each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education and vice versa. Additionally, certifications, professional licenses, and vocational technical training may also be substituted for experience/education.

Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
Acquisition Specialist	BA/BS Degree in related field	3	Applies knowledge and experience in acquisition program management (philosophy, policies, and procedures) to procurement activities, project/program management tasks, and acquisition programs throughout their life cycle. Employs integration, communication, coordination, organizational, and planning expertise to technical and acquisition management efforts across a broad

Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
			spectrum of functional disciplines. Conducts analyses, and assists in acquisition strategy analysis and planning. Assists in pre-award and post-award documentation preparation. Assists in source selections planning and implementation. Assists in milestone planning, tracking, and scheduling. Assists in review of program direction and guidance. Assists in developing and implementing contractor performance status systems. Assists in establishing and maintaining databases. Assists in developing and analyzing key program metrics. Assists in developing risk management plans and strategies. Supports program briefings, and assists in surveillance of prime contractor and subcontractor performance. Assists in acquisition training and acquisition personnel management.
Contract Analyst	BA/BS Degree in related field	3	Contract Specialists execute and administer contracts for the procurement of supplies, services, construction, or research and development. Tasks involve the use of formal advertising or negotiation methods, evaluation of contract price/cost proposals, administration or termination and close-out of contracts, and the development of policies and procedures for contracting/procurement work.
Facilitator	BA/BS Degree in related field	3	Facilitators have demonstrated the ability to lead highly qualified facilitation teams, in project group training, negotiation, organizational problem solving, organizational strategic planning, and other organizational and training areas. Personnel in this category have demonstrated the ability to apply a variety of group dynamic tools and techniques up to and including electronic meeting systems hardware, software, and procedures.
Financial Analyst	BA/BS Degree in related field	3	Gathers, analyzes, and composes financial information. Conducts research and ensure the use of proper technical terminology. Translates information into clear, readable documents to be used by technical and non-technical personnel. Financial Analyst to be responsible for ensuring the accuracy and completeness of budget execution documents, tracking and forecasting spending and budget reporting. Have experience in DoD Acquisition and Budgeting process, Financial Management process, Accounting and payment systems and Reimbursable funds management. Experience with the Comprehensive Cost and Requirements (CCaR) Systems.
Functional Analyst	BA/BS Degree in related field	6	Support the delivery of data requirements List documents, data migration workshops, metric reporting and access. Support the delivery of technical and business solutions based upon enterprise applications. Support Analysts, Designers, Business Specialist and Architectural Experts with

Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
			enterprise applications programming workshops, documentation, training and user support. Support the production of business use case documentation, integrated and user testing requirements and technical work products, unit-tested code, data structures, documentations, and enhanced logical processes that will effectively utilize enterprise applications.
Program Director	Masters Degree in related field	14	Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.
Program Manager	Masters Degree in related field	12	Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of organization to subordinates.
Project Coordinator	BA/BS Degree in related field	3	Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishments of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering personnel.
Project Manager	BA/BS Degree in related field	5	Identifies and implements procedures to accomplish tasks, develops schedules and monitors project progress. Manages and directs all phases of the program from inception to completion, providing leadership & technical direction. Will conduct formal quarterly financial reviews, update program requirements as applicable, and will be responsible for change management and follow-on business capture. Program Manager will pull a team together and lead the team in project completion. This effort includes developing technical and price strategies, writing, leadership reviews (delegations), submittal,

Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
			and follow-up.
Purchasing Analyst	BA/BS Degree in related field	3	Extensive knowledge of procurement practices, relevant portions of the Federal Acquisition Regulation, Federal Property Management Regulations and how they interrelate with property management, budget and finance to exercise technical and complicated purchasing responsibilities. Knowledge of laws, regulations, and policies related to small purchasing and other administrative service functions. Skill in monitoring progress of contractors' performance, coordinate various contract specifications, review, and process payment requests. Possess knowledge of contract administration under the terms and conditions of small purchases. Have an understanding of Request for Quotations procedures and ability to utilize legal research materials. Possess knowledge of the Competition in Contracting Act and Debt Collection Act.
Records Specialist	High School Diploma	24 credits of some college	With a broad range of knowledge of providing case management and support, will follow the guidelines, policies, and procedures for the management of electronic and hard copy records throughout their life cycle (creation/receipt, maintenance and use, and disposition). Performs background investigations on individuals as it relates to their records reports and
Senior Task Leader	BA/BS Degree in related field	10	Provides assistance to organizations or senior managers to help identify and correct management related problems. The Senior Management Consultant leads a team of Management Consultants in completing assessments methods, writing the Report of Findings and presenting the results to Management Executives.
Senior Management Consultant	BA/BS Degree in related field	5	Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.
Subject Matter Expert	BA/BS Degree in related field	6	Applies specialized detail systems knowledge to particular task. A designs major system projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized technical area. Must be able to

Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
			communicate highly technical and specialized information to variety of audience orally and in writing.
Support Staff	High School Diploma	24 credits of some college	Provides non-personal administrative duties to the Government. Shall have knowledge of directives and procedures in support of typing Government documentation (e.g., travel orders). Has achieved proficiency in the maintenance of publications and office organization. Must be able to use or learn to use standard and advanced features of software packages on personal computer systems.
Systems Analyst	BA/BS Degree in related field	3	Analyzes user interfaces, workload and computer usage, outside system interfaces, downtime, system modifications, upgrades, and information to be processed. Defines problems and develops system requirements. Makes recommendations for to Senior Analyst for approval of major computer system installations.
Task Leader	BA/BS Degree in related field	3	Plans, organizes, and controls the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform with the terms and conditions of the contract and ordering procedures. Acts as liaison between the COTR, the Contracting Officer (CO), and project manager. Coordinates activities and seeks resolution of contractual and technical problems while working with the COTR, the CO, and other Government personnel.
Technical Analyst	BA/BS Degree in related field	6	Support the delivery of technical data requirements, documents, data migration workshops, metric reporting and access. Support the delivery of technical and business solutions based upon enterprise applications. Support business analysts, software developers and Architectural Experts with enterprise applications programming workshops, documentation, training and user support. Support the production of dat+F5a profiles and data mapping reports, technical work products, unit-tested code, data structures, documentations, and enhanced logical processes that will effectively utilize enterprise applications.
Technical Writer	BA/BS Degree in related field	3	Performs technical writing/editing tasks for specifications, reports, studies, letters, briefings, manuals, meeting results, and other activities. Requires an understanding of the applicable technical subject matter, an understanding of any governing regulations and specifications, and the ability to present technical subject matter in clear, concise, and accurately written format. Requires an ability to work with technical specialists and applicable functional managers. Reviews, analyzes, edits, and updates written technical material developed by others using



Labor Category	Minimum Education	Minimum Experience	Functional Responsibilities
			the JCALS system or the system of record for publishing technical data, and requires knowledge of current graphics/SGML/XML software packages or designated products conforming to industry standards used on personal computers.

Substitution methodology: 4 Years of experience = Bachelor's Degree, 6 Years of Experience = Master's Degree, 1 Year of Experience = College Credits